



Late Collection of Children Policy

Cleethorpes and District Swimming Club Ltd.

Cleethorpes and District Swimming Club (the Club) adopts all contractual policies and procedures defined by their governing body the Amateur Swimming Association (Swim England).

1. Principles

On occasion, parents may be delayed and unable to collect their child from swimming lessons, training or after an organised club event. In such situations parents are required to inform the appropriate club official if they are delayed and provide the club with clear guidance on what they (as the parent) wish the club to do.

For the purpose of this policy:

- *'Parent'* defines the parent / guardian / relative of a registered swimmer who are named on the club membership as their primary contact / carer.
- *'Club Official'* defines a representative of the club; committee member, teacher, coach, or club team manager / poolside assistant. (DBS checked)

2. Consent

The parent must give consent if they wish another parent to transport their child home and in addition the club official must never leave a child or young person alone unless they are over 16 and then only with parent's permission.

It is recognised some young people aged 16 and over will take themselves home so the club official must assess situations as they arise in an appropriate manner. Until a child is not collected, to maintain the wellbeing of all concerned, two appropriate club officials or parent of other club members must remain with the swimmer.

3. Safeguarding

Parents, who persistently fail to collect a child on time or have not arrived after a reasonable period of time and have given no prior notice or informed the club they are delayed, may be failing in their care of their child. The club should use the emergency numbers they have for the child to try to arrange for a nominated person to collect the swimmer.

If no one nominated is available to collect the swimmer, and the parent has still not contacted the club officers after a reasonable period the club should consult the police or Local Authority Safeguarding Team duty officer for advice on action to take.

If a parent arrives to collect a child and the club officers are concerned at their ability to take appropriate care of the child (i.e. they are considered to be under the influence of alcohol or drugs to the level where they are unfit to drive, and/or take care of their child) the club should gain advice from the police or Local Authority Safeguarding Team duty officer.

4. Processes

In the event that a child is not collected the club will implement the following stages:

1. Attempt to contact the parent/carer on contact list 'Love Admin.'
2. Attempt to contact the emergency contact person nominated.
3. If there is no reply from the emergency contact, ask the child if there is another family member who may be contacted.
4. Wait with the young person(s) at the club with at least one other club official or parent of other club members.
5. If there is no reply or response after 20 minutes, contact the local police to enquire about the best course of action.
6. If following either points 1, 2 or 3 the child has to be transported to a place of safety by an adult club officer or coach in an emergency situation it is recommended that two DBS checked adults from the club transport the child. In all cases the child should be seated in the back seat.
7. Remind parents of the policy relating to late collection.

5. Best Practice

Where possible the club officials should avoid:

- Taking the child home or to another location.
- Asking the child to wait in a vehicle or the club with them alone.
- Waiting with the child at the venue on your own.
- Sending the child home with another person without permission.

Persistent failure to collect a child / young person on time:

If a parent/carer fails to collect their child or young person on several occasions with no contact or reasonable reason for the delay, the club Welfare Officer and another club official should arrange to meet with them and discuss the matter. It may be the parent can be assisted in arriving promptly, for example making arrangements with another parent.

If there is no significant change and the club deems necessary actions must be taken to protect the welfare of the child, the Club Welfare Officer will either contact Swim England's child safeguarding team or Children's social care.

6. Further Support and Advice.

The Club and Swim England will provide support and guidance for anyone who requires assistance and advice.

You can speak to the clubs:

- **Welfare Officer** welfare.cads@gmail.com
- **Head Coach** headcoach.cads@gmail.com